

NEWARK TEACHERS UNION UPDATE

October 26, 2018

Letter from the President

There are only so many hours in a day...



Dear Union Brothers and Sisters,

Too often NTU members' find their time being taken up by what administrators call mandates. We get mandates from our grade level meetings, mandates from our PLC meetings, mandates from the administrator, mandates from the district. So many of these mandates take away from

the important job of teaching Newark's children.

John Abeigon

jabeigon@newarkteachersunion.com

A few years back, the NTU filed complaints with the NPS in an effort to address your concerns over the abuse by certain administrators of "district mandates" being due in an unreasonable amount of time. NTU won an arbitration decision to ensure that when staff members were being asked to work outside of their school day, they had to get paid for it.

With all the changes in the district, it is important that we read the Arbitration Award and use the RSVP to Mandates form to ensure that administrators will stop giving us "mandates."

RSVP To Mandates Form

Arbitration Award

In Solidarity,

A handwritten signature in black ink that reads "John". The signature is stylized and cursive.

John M. Abeigon
President/Director of Organization
Newark Teachers Union

NEWARK TEACHERS UNION UPDATE

October 26, 2018

Observation-Evaluation Tips—Rebuttal Time



Michael Iovino
miovino@newarkteachersunion.com

OBSERVATION TIP #3—REBUTTAL TIME

As first formal observations are rolling out, I cannot stress enough the importance of writing a REBUTTAL to your observation if you are dissatisfied with ANY part of it. Sometimes, you like the overall score, but don't like one of the ratings. **Do NOT let that go!**

You have ten work days after the receipt of your ratings via a post-observation conference to submit your rebuttal. If you do not submit a rebuttal, then you are telling your admin and NPS that you AGREE with the rating.

If your admin observes you in-between your initial observation and BEFORE your post-observation conference, then you MUST notify us immediately and ALSO immediately write a rebuttal stating that you have been observed twice in a row without getting the necessary feedback to improve.

Your rebuttal MUST include actual evidence and MUST connect directly to the ratings in the competencies. Do NOT include anecdotal stories, and do not include personal attacks or personal problems with your administrators in your rebuttal. If you believe your administrator is "out to get you," then you should document your concerns and we will help you contact Labor Relations or the Office of Affirmative Action.

We have an extensive document on how to write an effective rebuttal on our website. Click this link here to go right to it.

Rebuttals must be emailed to your admin, uploaded to your EdReflect, hardcopy delivered to your admin, and emailed to the Talent Office at evaluations@nps.k12.nj.us.

ALWAYS keep a copy for yourself.

Your rebuttal may not change your rating, but without rebuttals, we will have a VERY hard time challenging your annual ratings if need be.

If you have any questions about writing your rebuttal, email me directly at Miovino@newarkteachersunion.com and make sure you put REBUTTAL HELP in the subject line. Always include your name, school and a BRIEF description of your concern and personal email/contact number. I will get back ASAP!

Michael Iovino is in his 22nd year of teaching at Technology High School and represents the NTU on the Peer Oversight Committee, the District Evaluation Advisory Committee and is one of our Academic Specialists.

NEWARK TEACHERS UNION UPDATE

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Welcome to Cristina Balboa, NTU's Assistant Director of Research and Communication



Hi everyone! I'd like to take the time out to introduce myself. My name is Cristina Balboa, and I have been working with NPS since 2009. Although my first degree from William Paterson University was in Communications, I knew I could not deny my calling to be a teacher. I decided to go back to graduate school and received a degree in K-5 education, followed up with a Masters in Literacy. I am also fluent in Spanish and Portuguese as well, so please don't hesitate to reach out when need be.

That is enough about me, and let's get down to business. I was hired as the part time Assistant Director of Research and Communication at the Newark Teachers Union. I am here to represent and be part of the young teachers in solidarity. I am thrilled to represent a new demographic of Union members, as we now have 378 new Union members and counting. I am here to aid new teachers into smooth transitions by creating new mentoring programs and also familiarizing our members with policies and showing to them everything that the NTU has to offer.

I am interested in bringing back team-building opportunities, creating worthwhile workshops, and bridging the gap between members and the union. My goal is to have more members' involved and participating in union events, fundraisers, and present at our union meetings. I am open to any suggestions. I am eager to work with everyone; I can't wait to start contributing my part to the Newark Teachers Union.

Please feel free to reach out to me by email yesntu@newarkteachersunion.com . With the backing of the Newark Teachers Union and our members, together we can be the difference we'd like to see in Newark Public Schools.

NEWARK TEACHERS UNION UPDATE

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NTU building Rep Update

We keep talking about the importance of reorganizing the Union to keep up with the reorganization of the Newark Public Schools. Our Building Reps are at the core of this! Each Building should have a Building Rep and a Building Committee to meet the members' needs. Over the last few weeks, we have been visiting schools without Building Reps to find and elect reps. We will also be working with our Building Rep Support Committee to shore up reps who need additional assistance at their school.

If your school doesn't have a rep, drop us an email at mmaillaro@newarkteachersunion.

IMPORTANT! There are specific qualifications and procedures for Building Rep Elections. We have had a few schools report that they have elected their own Building Reps. THESE ELECTIONS ARE NOT VALID! In this post-Janus world, we have to verify that the candidates and those voting are actual NTU Members. We ask that members follow the procedures on the Building Rep Application on the next page.

Schools represented at October Building Rep Meeting

- Camden
- Central High
- East Side
- Hawthorne
- JFK
- Lincoln
- Park Elementary
- Quitman
- Regional Day
- South Street
- Technology High School

The application also lists the job description and expectations of our Building Reps. If you are interested in the position, please let us know!

The Building Reps are the first line of defense for the members, and a vital part of ensuring that every member has their voice heard!

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John M. Abeigon
President
Director of Organization

Michael R. Josim
Secretary-Treasurer



"Pride of the Union"
1998-AFT Award

NEWARK TEACHERS UNION

American Federation of Teachers

Local 481 / AFL-CIO

1019 Broad Street - Newark, NJ 07102-2426

Voice (973) 643-8430 Fax (973) 643-8435, 242-5880

E-mail - ntu@ntuaftr.com Home Page - www.ntuaftr.com



OCTOBER 2018

ANNOUNCEMENT OF NTU BUILDING REPRESENTATIVE VACANCY

The Newark Teachers Union invites qualified and interested members to apply for the position of **Building Representative for your School.**

QUALIFICATION AND REQUIREMENTS

"A full pledged Newark Teachers Union Member in good standing for (4) four full years"

BASIC FUNCTIONS AND RESPONSIBILITIES

1. Supports the Newark Teachers Union and its policies.
2. Provide all union members with representation and service.
3. Become knowledgeable of existing contracts.
4. Enforce all provisions of existing contracts.
5. Forms an effective Building Committee.
6. Holds monthly Union meetings in your building.
7. Holds monthly meeting with Principal and N.T.U. Building Committee.
8. Attends monthly NTU Building Representative meetings.
9. Attends NTU Membership meetings.
10. Attends functions sponsored by the Newark Teachers Union and its parent Organizations.
11. Attends meetings and functions sponsored by affiliated Labor Organizations.
12. Maintains a neat, attractive and updated Union Bulletin Board in you building.
13. Other duties and functions may be determined by President and or Director of Organization.

METHOD OF SELECTION

1. Evaluation of each applicant.
2. Election by all eligible to vote (based upon two (2) or more eligible candidates).

APPLICATION PROCEDURE

All persons interested in the position of Newark Teachers Union Building Representative are invited to fill out the tear-off below and send to: John Abeigon, Director of Organization - Newark Teachers Union - 1019 Broad Street - Newark, N. J. 07102.

BUILDING REPRESENTATIVE APPLICATION

PLEASE PRINT

NAME: _____

POSITION: _____

HOME ADDRESS: _____

CITY/STATE/ZIPCODE: _____

PERSONAL EMAIL: _____

PHONE#: _____ CELL#: _____

SIGNATURE: _____

DRAFT ONLY!

NEWARK TEACHERS UNION UPDATE

October 26, 2018

Take Action! Student Debt

New Jersey Citizens Action is looking for people to share their student debt stories to help advocate for laws to protect citizens. Reach out to Beverly Brown Ruggia for more information:

Beverly@njcitizenaction.org



NJEA Convention

The NTU has worked with the NPS to ensure that the process to attend the NJEA convention would be as simple as possible. For those looking to attend, there is a simple one page form to complete.

If someone is going to the convention and would like to use Professional Improvement Funds, they would need to fill out the PIF packet. PIF funds can only be used by staff attending workshops, not just the convention floor.

REMEMBER! You must bring back proof that you attended the convention or you will be charged for not being at school for Thursday, November 8 (school is closed on November 9).

NEWARK TEACHERS UNION UPDATE

October 26, 2018

NTU Legal Update—Lessons to be learned (page 1)

When a Department of Justice Trial Attorney from Washington D.C. and an Assistant United State Attorney for the Civil Rights Unit spends two (2) weeks in Newark schools accompanied by Newark Board of Education attorneys (the ones who prosecute tenure charges against you) something must be up! The Department of Justice attorneys were very nice, civil and courteous in their questioning of your colleagues. It was all about “compliance and non-compliance of federal laws and regulations” specifically referencing required and mandated services to Newark’s students.

Teachers were honest and forthright answering questions about training, materials, timely servicing, teacher required procedures and numerous other questions. What was stark from the questioning was that much is beyond the classroom teacher’s control. This most disconcerting fact about the teacher questioning was that few teachers, building reps, or building committees alerted the Union in order that Union representation could be present during the interrogation in order that a witness on behalf of the teacher could be present!

Remember, Board of Education attorneys represent the Board of Education. They prosecute tenure charges and discipline complaints against you. They notify investigatory agencies when criminal accusations are made against you.

LESSONS
LEARNED



Everyone must understand the absolute necessity that every school faculty must, establish a Building Committee and a building representative.

NEWARK TEACHERS UNION UPDATE

October 26, 2018

NTU Legal Update—Lessons to be learned (page 2)

LESSONS LEARNED FROM THE FEDERAL INVESTIGATION

1. Every Newark school must have a Union building representative and building committee. The Rep and the Committee must inform the school administration that if teachers are to be questioned by either Newark Board of Education attorneys or attorneys or investigators from any branch of government (City, State, Federal) that the Building Rep and Committee is to be informed in advance in order that the Newark Teachers Union be present. Don't let anyone tell or intimidate you into believing that questioning is so insignificant that your Union need not be involved. That's simply to sucker you where you will have no witnesses present to attest to the questions asked and your answers given. They will always have witnesses present. You must also. Building Reps and Building Committees protect teacher rights from bullying administrators and unfair accusatory parents and investigators and investigating attorneys.
2. Beware – if you know of non-compliance which decreases educational opportunity and progress from Newark students and are silent, you risk someday being accused of being compliant. A strong Building Rep and Building Committee should work and inform school administrators of non-compliance for the specific intent of providing students with a thorough and efficient education. Teachers having no supplies, out of compliance class sizes, out of compliance number of teacher aides, forced to sign unrealistic IDCPS and CAPS must inform their building reps and committee and/or the NTU directly of such flagrant non-compliance. Have faculty meetings to bring non-compliance to light and make known to the school administration. You should not ever be the “fall guy or left holding the bag.”
3. Building Reps, Building Committees and School Improvement Panels are vitally important for yours and student success. New teachers need help from veteran teachers. Building Committees can give advice and support. Urban education in many respects differs enormously from suburban and rural areas. No staff member should be “alone or an island” and each school must exist as a faculty having strong and caring leadership amongst yourselves.
4. The Newark School District is reorganizing after nearly twenty (20) years of State takeover chaos. So must we. Under the State takeover, teacher, aide and clerk turnover was like a revolving door. We withstood Charter School dictators who sought to destroy Newark schools.

There are natural teacher-leaders in every school amongst your faculty who can pull together a Building Committee. Let's get PTAs up and going again. Your genuine involvement will give Newark kids a level playing field on the road to their success.

NEWARK TEACHERS UNION UPDATE

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SAVE THE DATE

- **NPS/NTU Biometric Screening**—Monday, October 29, 2018—1 PM—6 PM—NTU Office, 1019 Broad Street
- **NPS Board of Education Meeting**—Tuesday, October 30, 2018—6:00 PM—Science Park High School, 260 Norfolk Street
- **Staff Development Day**—Thursday, November 8
- **Puerto Rico Day Observance (Schools closed)** - Friday, November 9
- **Veterans Day Observance (Schools closed)** - Monday, November 12
- **NTU Executive Board Meeting**—Tuesday, November 13, 2018—4:00 PM—NTU Office, 1019 Broad Street
- **Parent/Teacher Conference (1:00 pm student dismissal)** - Thursday, November 15



Please note that Thursday November 8 and Tuesday, November 13 are the days before and after a holiday respectively. To ensure that you get paid for the holiday weekend, you must take a personal day if you are going to be absent on November 8 and/or November 13

You can take a sick day on those days as long as it is part of an approved medical leave. Unless it is part of an extended FMLA, you must submit a medical certificate to NPS Office of Administrative Services within 3 days of your return to work.

On Monday, November 5 to Wednesday November 7, you can take a sick or personal day as needed.

AND DON'T FORGET TO VOTE ON NOVEMBER 6!!!

NEWARK TEACHERS UNION UPDATE

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NTUNIVERSITY

We are looking for Workshops, Presentations, Activities to be presented by our members, for our members. Please reach out to Michael Iovino at miovino@newarkteachersunion.com if you are interested!

MEMBER SERVICES

NTU Members should never hesitate to communicate with us by phone, email, etc regarding any of the issues we handle at the Newark Teachers Union.

- Supplemental Fringe Benefits
- Planning for Retirement
- Pension & Buy Back Issues
- ER+D Staff Development
- AFT Membership Benefits
- FMLA and other leaves of absence
- Assistance with Evaluations and Observations
- Disciplinary Hearings
- Labor Relations & Payroll
- Legal Representation
- Workers Comp
- Tuition Reimbursement

Call 973-643-8430 or visit our website <http://newark.nj.aft.org/> or email mmaillaro@newarkteachersunion.com to address these or any other concerns you may have.

Don't forget to follow us on Facebook (<https://www.facebook.com/NewarkTeachersUnion481/>) and Twitter [@NTU_481](https://twitter.com/NTU_481)



NEWARK TEACHERS UNION

NTU Staff

Editor/Director of Research
and Communication

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Part-Time Staff Reps

Robert Palumbo

John Alvino

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Newark Teachers Union

Local 481, AFT, AFL-CIO

1019 Broad Street

Newark, NJ 07102

Phone: 973-643-8430

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<http://newark.nj.aft.org>

Executive Board

John M. Abeigon, President/Director of Organization

Michael Iovino, Secretary/Treasurer

Vice Presidents

Victor Afonso

Yvette Jordan

Noor Alam

Alicia Malave-Diaz

Juan Alvarez

Anthony Moreno

Chris Canik

Jerry Moore

Ronnie D. Carney

Kathleen Murphy-Butler

Timothy Carr

Justin Petino

Donna Charles

Marisa Rodriguez

Priscilla Covington

Jennifer Ramos

John Cunha

Misha Smith

Josephine Donnellan

Larry Sullivan

Samuel Galves

Cassandra Talmadge

Nancy Gianni

Neil Thomas

Keshia Green

Tennile Wasek

Clarence Jones

Carmen Lopez Wolf

RSVP TO MANDATES

RE: MANDATORY OVERTIME

Oct 2018

Dear Teachers, Aides and Clerks;

In an effort to assist the NPS during this transformation period we are reissuing the “RSVP to Mandates Memo.” To educate all new teachers and administrators on the important matter of assigning work outside the school day, we provide the following background. The NTU filed complaints with the NPS in an effort to address your concerns over the abuse by certain administrators of “district mandates’ being due in an unreasonable amount of time. Superintendent Anderson, at the time, dismissed this very legitimate issue & refused to discuss it. Our response was to produce and distribute the “RSVP to Mandates Memo” effectively absolving you of having to work beyond the workday.

The NTU grieved the district regarding the issue of paying its staff when directed by an administrator to work beyond the workday. We believe that administrators who order staff to complete these tasks in an unreasonable timeframe are effectively ordering them to work beyond the prescribed workday and have therefore updated the “RSVP to Mandates Memo.” (See below)

Before submitting this memo to your administrator please discuss it with your Building Representative or NTU staff member.

In Solidarity,

John M Abeigon
President

Dear Administrator;

I am in receipt of your directive to complete _____
(insert directive, lesson plans, Power School, etc)

by_____. **I am not refusing to comply with this directive. However,**
(insert date)

please identify and provide time during my workday to complete the task, or arrange to pay me as per Arbitration Award # 4713.

Sincerely,

Date_____

Arbitration Award

As full and final resolution of grievance #4713 the NTU and the NPS agree as follows.

When an employee represented by the NTU is (1) directed by the building administrator to work beyond the prescribed work day; (2) submits a timely request for extra compensation to the location time keeper and building administrator; and (3) the request has been denied by either the location time keeper or the building administrator the arbitrator will determine the validity of the employee's claim.

For the 2011-12 school year, when the NTU provides a list of employees who meet these criteria, the NPS will verify the accuracy of the claims. When the claim is verified, the NPS will pay the employees additional compensation based on the current summer school rate. When the claim cannot be verified or is disputed by the NPS, the matter will be presented to the arbitrator on a case by case basis.

It is the intent of the NPS and the NTU that these criteria will be applied to future claims for extra compensation for extra time worked.

Dated: August 1, 2012
Sea Girt, New Jersey


James W. Mastriani

State of New Jersey }
County of Monmouth }ss:

On this 1st day of August, 2012, before me personally came and appeared James W. Mastriani to me known and known to me to be the individual described in and who executed the foregoing instrument and he acknowledged to me that he executed same.

Gretchen L. Boone
Notary Public of New Jersey
Commission Expires 4/30/14

Rebuttal Writing Tips

Rebuttal Writing Tips

- When receiving your Post Observation Conference you must have the opportunity to read it and **always** ask for a copy. (see page 30 of NTU contract, E: Opportunity to Read)
- A rebuttal is an **important** document and should NOT be typed into the Bloomboard comment section. The Bloomboard comment section should simply say, “See hard copy rebuttal which was submitted to administration on (date) and sent to Human Resources to be placed in my personnel file. (Page 30 of your NTU contract, Item G. Right To Inspect File.
- Example: Start your rebuttal with “Please provide me with concrete exemplars for each of the following components: 1a, 2b, 3a, etc.”
- Be calm at your meeting regardless of your scores.
- Take time to read and review your copy and take a deep breath before you begin your written response, otherwise your rebuttal might be too subjective.
- After writing your first draft, walk away and calm down. Then edit and rewrite as needed.
- Write in a manner that reflects your professional title. In almost all cases the reader will only get to know you through your rebuttal.
- Never email any type of response to your evaluation, always submit a hard copy.
- Use only language that is associated with the Framework for Effective Teaching Rubric and the components outlined in that document.
- Use language that is only objective in nature, no opinions, accusations, long narrative stories, etc.
- Do not use names in your rebuttal.
- Talk about what YOU did during the lesson rather than what the administrator did.

· Use first person language in your response to the various components, 1a, 1b, 1c, etc. An example would be thus:

Example

1. Lesson Design and Focus

From the **effective** column:

Teacher connects lesson to all of the following: previous learning, unit objectives, and long-term goals.

Change to:

I connected the lesson to all of the following: previous learning, unit objectives, and long-term goals as evidenced by:

· In writing your rebuttal you should NEVER look at the descriptors for Partially Effective or Ineffective. Use only the language from the Effective, or Highly Effective columns.

· Never reiterate your low score. Example: “I received an ineffective for component 1a, but I feel.....” You do NOT need to remind anyone of a low score.

· Make sure to include pictures of your classroom especially if you need to illustrate classroom environment, proper set ups, data walls, word walls, etc.

· Lesson Plans from previous lessons, current lesson plan, pacing plan, etc. (See Attached Documentation)

· Related unit objective planning documents.

· Attach any student instructions, questions asked during lessons (include various levels), vocabulary lists, research-based documentation etc.

· Utilize the Internet to extract evidence from any researchers whose ideas or concepts you have used in your planning. (Ex., Marzano, Gardner, Bloom’s Taxonomy, etc.) Attach concepts if you used them in planning, or execution of your lesson.

· Attach student work if applicable to evidence mastery of observed lesson.

- Attach student tests, quizzes and graded homework if applicable to evidence mastery of observed lesson.
- Attach any Power Teacher data related to the lesson, lesson planning, assessment, etc.
- If you need to write a short narrative, do it at the end of the document. Be brief, clear and concise with your points. Illustrate all of the strengths in your lesson which are in direct contrast to your score.
- End each component rebuttal statement with the score you feel that you should have received and the level that it corresponds to. Ex. “My score in this area should have been 3, Effective.”
- A teacher has 10 days from the day of the post observation to write a rebuttal. If you require additional time start your rebuttal with a disclaimer. “Due to the complexity of my rebuttal I required additional time to respond.”
- After you have checked and proofread your rebuttal for spelling and grammar hand a copy to your administrator to be placed in your file. Include ALL documentation and supporting evidence along with the rebuttal.
- Mail a copy (registered mail, return receipt requested), of rebuttal and ALL documentation and supporting evidence to:

Newark Public Schools
Office of Talent
765 Broad Street
Newark, NJ 07102

- Include a short cover letter stating that you would like this rebuttal placed in your personnel file.
- Mail a copy (registered mail, return receipt requested), of rebuttal and ALL documentation and supporting evidence to the regional office that pertains to your school. Include a short cover letter stating that you would like this rebuttal placed in your personnel file.
- For an Annual Evaluation that you do NOT agree with, compose an email to the following: evaluations@nps.k12.nj.us and cc Mike Maillaro at

mmaillaro@newarkteachersunion.com

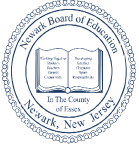
Example: My name is ____, ID# ____, and my position is ____ at ____ School. I do not agree with my annual evaluation and would like to appeal it.

- If there are items that you feel you cannot respond to in your rebuttal then do not respond to them. (Ex. tardiness, absenteeism, no lesson plans, lack of documentation for student progress, etc.

- Administrator rebuttal to your rebuttal. As ludicrous as this sounds there have been administrators who will call teachers in to do a critique of their submitted rebuttal. If this happens it is best to get your NTU building rep to step in and explain that to the administrator that the evaluation alone serves the purpose.

- Some components of the framework that teachers are being scored on can seem vague. The NTU has asked the NPS to provide us with exemplars for each component. We asked for concrete examples of what type of documentation teachers need to provide in order to receive effective, or highly effective scores. We have been waiting for these exemplars since July of 2012 and have not received anything from NPS. If a teacher is not sure, or needs clarity for the type of documentation required for a vague component of the framework, then they should ask the administrator who evaluates them to provide a clear and concise example of what is required in order to obtain the effective, or highly effective score.

NJEA
Convention
Notification
Form



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

NJEA CONVENTION – Thursday, November 8, 2018 NOTIFICATION FORM

I plan to attend the NJEA Convention:

NAME (Print)	EMPLOYEE ID#
SIGNATURE	DATE
SCHOOL	REGION

***Please submit this form to your Principal no later than Thursday, November 1, 2018.**

Proof of attendance shall be submitted to your Principal upon return to school. Failure to provide the required proof of attendance shall result in the docking of pay for November 8, 2018

*Note: The second day of the NJEA Convention, Friday, November 9th, is a district holiday (Puerto Rico Day).

PIF Packet

NECESSARY FORMS

N.T.U. - P.I.F.

YOU MUST COMPLETE STEPS 1-2-3-4-5

COMPLETE STEP 6 ONLY IF NEEDED

1 - NTU PROFESSIONAL IMPROVEMENT FUND APPLICATION

(Must be completed)

2 - TRAVEL AUTHORIZATION REQUEST FORM (TR-1)

(Must be completed for each employee with all necessary signatures except Superintendent's signature which will happen after final approval)

3 - JUSTIFICATION OF NEED FORM

(Must be completely filled out for each employee)

**4 - ATTACH A COMPLETED COPY OF THE ACTUAL CONFERENCE
REGISTRATION FORM AND ITINERARY.**

**5 - SUBMIT COPY OF YOUR CAR INSURANCE WHETHER YOU ARE
DRIVING OR NOT. IF DRIVING, ATTACH A ROUND TRIP COPY OF
MAPQUEST FROM YOUR HOME TO CONFERENCE.**

6 - MEALS BREAKDOWN FORM

(Must be completed only if qualified for meals reimbursement)

**** ALSO INCLUDE A BROCHURE WITH COPIES OF PAGES INDICATING
REGISTRATION AND HOTEL COST. ALSO, SHOW A DAILY ITINERARY FOR
EACH DAY YOU PLAN TO ATTEND.**

APPLICANT:

**Hand completed application to clerk in your main office to be inter-office mailed to
Marixsa Castillo.**

EMPLOYEE TRAVEL CHECKOFF LIST

2014-2015

School or Office	IN THE STATE OF NJ	Regional or Central Office	School or Office	OUT OF THE STATE OF NJ	Regional or Central Office
	Travel Authorization Request (TR-1) for each employee			Travel Authorization Request (TR-1) for each employee	
	Justification for Travel (for each employee)			Justification for Travel (for each employee)	
	Proof of Valid Car Insurance (if driving or being driven to location)			Proof of Valid Car Insurance (if driving or being driven to location)	
	Meals Breakdown Form (if applicable)			Meals Breakdown Form (if applicable)	
	Registration Form/Invitation (for each employee)			Registration Form/Invitation (for each employee)	
	Itinerary/Program (for each employee)			Itinerary/Program (for each employee)	
	Requisition for Registration (not applicable for field trips)			Requisition for Registration (not applicable for field trips)	
	Requisition for Travel (Hotel/Air/Rail, if applicable)			Requisition for Travel (Hotel/Air/Rail, if applicable)	
	Requisition for Personal Reimbursement (for each employee - food, taxi, baggage, mileage, if applicable)			Requisition for Personal Reimbursement (for each employee - food, taxi, baggage, mileage, if applicable)	
	Professional Improvement Fund Application (if applicable)			Professional Improvement Fund Application (if applicable)	
	GSA.gov website printouts (per diem rates for lodging, mileage and meals breakdown)			GSA.gov website printouts (per diem rates for lodging, mileage and meals breakdown)	
	Mapquest Printout (for mileage reimbursement)			Mapquest Printout (for mileage reimbursement)	
	Grantor Permission Letter (only if using Fund 20 funds)			Grantor Permission Letter (only if using Fund 20 funds)	
	Field Trip Request Form (if applicable)			Field Trip Request Form (if applicable)	
				Out of State Travel Form (for each employee)	

NTU

**APPLICATION FOR ALLOTMENT FROM THE PROFESSIONAL IMPROVEMENT
FUND-NEWAK TEACHERS UNION
(PENDING AVAILABILITY OF FUNDS)**

DATE _____

SCHOOL NAME _____

POSITION _____

Full Name _____

Employee ID.#. _____

Mailing Address _____

	Street		City		State		Zip
School		Cell					
Tel.#		Tel.#			E-Mail		

1. Name of conference/workshop: _____

2. Conference/workshop location: _____

3. Inclusive date (s) you plan to attend: _____

4. Number of professional days required: _____

5. Total Cost of attendance at the conference/workshop: _____

Registration _____ Transportation _____ Lodging _____ Meals _____

Mileage reimbursement _____ Baggage Fees _____ Taxi/Shuttle _____

Other (Tolls, Parking) _____

6. Total amount requested from the Professional Improvement Fund: _____
(Total maximum reimbursement including registration fee CANNOT exceed \$400.00)

7. Applicant's Signature: _____

8. Principal/Administrator Signature: _____

TRAVEL AUTHORIZATION REQUEST

1. Prepare and submit approved travel authorization request with approved paper requisition(s) to the Office of the School Business Administrator based on the approved agenda dates.
2. Attach itinerary, meals breakdown, registration, etc. regarding the purpose of the trip to the travel authorization request form.
3. Prepare and submit an Out of State Travel Form, if traveling outside of the State of New Jersey.

NAME:					DEPT./SCHOOL:			
TITLE:					EMPLOYEE ID#			
INCLUSIVE DATES OF TRIP:								
DESTINATION: (city, state)								
TITLE OF EVENT:								
Account #	Fund	Sub Fund	Program	Function	Object	Location	Reference	Regional

EXPENSES: OBTAIN RATE FROM WWW.GSA.GOV AND ATTACH COPIES

							AMOUNT
Meals:	\$	per day (breakdown attached)					\$
Transportation:	\$	(air)	\$	(train)	\$	Processing fees:	\$
Private Auto:		miles @ \$.31 per mile					\$
Private Auto:		miles @ .575 per mile					\$
Lodging:		# days @	\$	per day	\$	Taxes/Fees	\$
Registration:	\$						\$
Baggage Fees:	\$	(Note: one bag only each way)					\$
Taxi/Shuttle:							\$
Other: (explain)							\$
TOTAL:							\$
Professional Improvement Fund:							\$
Out of Pocket Expenses:							\$
GRAND TOTAL:							\$
Union Affiliation: (circle one) NTU NTA CASA Local 32 Conf. Emp. Local 617 OTHER:							

For Use by SBA's Office Only	
Copy of Car Ins.	Taking Public Trans:
Being Driven by Another NPS Employee:	

Vendor Name	Amount of Requisition	Requisition Number
	\$	
	\$	
	\$	
TOTAL: (Should match the grand total above.)	\$ -	

Employee Signature:		Date:
Approved:		Date:
Principal/Director	Signature	
Approved:		Date:
Assistant Superintendent/Executive Director	Signature	
Approved: State District Superintendent		Date:
	Signature	

Justification of Travel

Submit one form for each employee.

EMPLOYEE NAME:

1. Relationship of attendance at this event to the critical instructional and operational needs of the district, including the link to the NJ Professional Standards for School Leaders or Teachers and/or the NJCCCS as well as to the participants Professional Growth Plan (PGP) and/or Professional Improvement Plan (PIP).
2. Explanation as to how the person or persons attending will share what was learned with others in the school district.
3. Documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means.
4. Explanation as to how the request is consistent with best practices in professional development.

REQUEST FOR OUT OF STATE TRAVEL

Directions: Complete a form for each individual in the district requesting to attend an out-of-state travel event. Incomplete forms and those without the required documentation and signatures will be returned unsigned to the district. All travel must have prior board approval. For information related to lodging and per diem rates, refer to <http://www.doe.gov>, and for eligible subsistence/reimbursement, refer to N.J.A.C. 8A:10 (h).

District Name: Newark Request Submission Date: _____
 Name of Event: _____ Event Location: _____
 District Contact Name: Marissa Castillo Phone: (973) 733-6702 Fax: (973) 733-7161

PARTICIPANTS' NAMES	TITLE	Departure Date/Time	Returning Date/Time

Indicate type of: Travel Event Training/Seminar Convention/Conference:
 Regular School District Business Retreat

FUNDING BREAKDOWN

Registration: \$	Meals: \$	*Other Costs: \$
Air Fare: \$	Parking: \$	Total Requested: \$
**Lodging: \$	Taxi: \$	

* Other Costs (provide explanation and breakdown): _____

Account Budgeted: _____ Total Amount in Budgeted Account: _____

** For lodging, indicate if the hotel is the site of event/conference: Yes No

List goals and objectives from the district's Professional Development Plan:

JUSTIFICATION OF NEED

Provide justification of need: 1) relationship of attendance at this event to the critical instructional and operational needs of the district, including link to the Core Curriculum Content Standards; 2) explanation as to how those attending will share what they learned with others in the school district; 3) documentation that the knowledge and information to be gained at this conference cannot be obtained through more cost effective means; and 4) explanation as to how the request is consistent with best practices in professional development.

AGENDA/ITINERARY: For each day, include the title and time of workshops to be attended. Attach the itinerary.

District Authorization

Chief School Administrator Signature: _____ Date: _____

District Board of Education Approval Date: _____

For DOE Use Only

Approval Granted: _____ Request Denied: _____

Costs Approved:

Registration: \$	Meals: \$	*Other Costs: \$
Air Fare: \$	Parking: \$	Total Approved: \$
Lodging: \$	Taxi: \$	

Signature: _____ Date: _____
 Dr. Lawrence S. Feinsod, Essex County Executive Superintendent

NECESSARY FORMS
N.T.U. - P.I.F.
(part two)

Upon returning from your professional development
YOU MUST complete:

1 - TRAVEL AUTHORIZATION REQUEST FORM (TR-2)

(Must be completed for each employee with all necessary signatures except Superintendent's signature which will happen after final approval)

2 – PROOF OF PAYMENT *(credit card statement showing a payment made towards your bill or endorsed check (copy front/back) and any receipts that apply to your reimbursement.*

3 – CERTIFICATE OF ATTENDANCE/COMPLETION

APPLICANT: Upon completion of your professional development, please forward your TR-2, proof of payment with all receipts and proof of attendance to one of these locations:

NPS Inter-office mail to: Justin Petino at East Side High School

Mail to or drop off at: NTU Local 481
Attn: Justin Petino/PIF Committee
1019 Broad St
Newark, NJ 07102

EXPENSE STATEMENT

THIS STATEMENT MUST BE COMPLETED WITHIN TEN DAYS AFTER EACH TRIP

A.

PRINT NAME	EMPLOYEE ID #	TELEPHONE #
DESTINATION: (city, state)	DATES OF TRAVEL:	
TITLE OF EVENT:		

B. DO NOT INCLUDE ITEMS CHARGED TO THE NEWARK PUBLIC SCHOOLS

	MEALS	AIR/RAIL	PRIVATE AUTO RATE .31 CENTS	HOTEL	REGISTRATION	BAGGAGE FEES	TAXI / SHUTTLE	
DATES	ATTACH ORIGINAL ITEMIZED RECEIPTS							
TOTALS								

C. SUMMARY

(Brief report that includes the primary purpose for the travel, the key issues addressed at the event and their relevance to improving instruction or the operations of the school district).

D. DECLARATION

I HEREBY CERTIFY THAT THE ABOVE EXPENDITURES REPRESENT CASH SPENT FOR LEGITIMATE NPS BUSINESS EXPENSES ONLY AND INCLUDE NO ITEMS OF A PERSONAL NATURE.

Employee Signature

Date:

Principal/Director

Date:

NOTE: MAKE A CLEAR COPY OF ALL RECEIPTS FOR YOUR FILES

PROFESSIONAL IMPROVEMENT FUND (PIF)
Suggested/Recommended List of Conferences & Workshops for Professional Improvement

ART/MUSIC/PHYSICAL EDUCATION

National Art Education Association (NAEA) Convention; March 14-16, 2019; Boston, MA;
<https://www.arteducators.org/events/national-convention>

Art Educators of New Jersey (AENJ) Conference; Long Branch, NJ; Sept. 30 –Oct. 1-2, 2018;
<http://aenj.org/>

New Jersey Music Educators Association (NJMEA) Convention, February 21-23, 2019; East Brunswick, NJ; <https://njmea.org/conferences/conference-information/>

Music Together, <https://www.musictogether.com/teach/teacher-training-workshops/teacher-workshops>; various dates and locations.

New Jersey AHPERD conferences; various dates and places:
<http://www.njahperd.org/new/index.php/events/conferences-workshops/145-2015-16-professional-development-events>

New Jersey AHPERD Convention; February 24-27, 2019; Long Branch, NJ;
<http://www.njahperd.org/new/index.php/annual-convention>

BILINGUAL/ESL/WORLD LANGUAGE EDUCATION

New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators (NJTESOL/NJBE), New Brunswick, NJ; <http://www.njtesol-njbe.org/spring-conference>; May 29-31, 2019

National Association for Bilingual Education (NABE); www.nabe-conference.com; March 7-9, 2019

Foreign Language Educators of NJ Spring Conference (FLENJ); April 5-6, 2019, Iselin, NJ;
www.flenj.org/annual-conference

MATHEMATICS

National Council of Teachers of Mathematics Regional Conference; Various locations and dates;
<http://www.nctm.org/Calendar/>

PRE-KINDERGARTEN AND KINDERGARTEN

Conference for New Jersey Pre-Kindergarten Teachers; National Conference: July 8-12, 2019; other various dates and locations; <http://sde.com/>

Conference for New Jersey Kindergarten Teachers; <http://sde.com/PD-Events/Conferences/>

PROFESSIONAL IMPROVEMENT FUND (PIF)
Suggested/Recommended List of Conferences & Workshops for Professional Improvement

SCIENCE

Science Convention, October 23-24, 2018; Princeton, NJ; <http://www.nscienceconvention.org/>

New Jersey Science Teachers Association (NJSTA); Various dates and locations; <http://www.njsta.org>

New Jersey Liberty Science Center; Various dates; <http://lsc.org/for-educators/lscs-teacher-community/professional-development-catalog/> October 2018-June 2019

SOCIAL STUDIES

National Council for the Social Studies (NCSS); November 30-December 2, 2018; Chicago, Ill; <http://www.socialstudies.org/conference>

New Jersey Council for History Education (NJCHE); December 1, 2017; Princeton, NJ; <http://www.njche.org/>

SOCIAL WORKERS

National Association of Social Workers (NASW); <https://www.socialworkers.org/events/conferences/2018-nasw-national-conference>

SPECIAL EDUCATION

National Association of Special Education Teachers (NASET); Various dates and locations; <http://www.naset.org/events/>

Autism Conferences; October 18-19, 2018; Atlantic City, NJ; <https://www.autismnj.org/annual-conference>